

COMMON MARC FIELDS AND SUBFIELDS FOR BOOKS AND NON-BOOK MATERIALS

The MARC format breaks up the cataloging information in a way such that a computer can display and access it by using a system of numbers and letters. Each field of information is assigned a number or **tag**. Each field of information is also assigned two **indicators**, which will be either numeric values or blank spaces. Some indicators control access. Be very careful to choose the correct indicators for each field.

Each field of information is further divided into subfields using a symbol/letter combination as a signpost to tell the computer what is next. The symbol is called a **delimiter** mark. It varies from system to system: e.g., an underline (_); a dollar sign (\$), etc. The delimiter mark does the same job in each system. For example, the subtitle will be found in the 245 field, subfield b (**_b**, **\$b**, etc.), in all systems. Delimiter-letter combinations do not show on the public screen. If you omit the delimiter mark before the letter, the system will print the letter by itself on the public screen. Often a subfield is preceded by a punctuation mark (actually an AACR2 divider mark) such as a space-colon-space, space-semicolon-space, or space-slash-space. The delimiter signpost **follows** this divider mark.

Tags are arranged in numerical order from the main entry (1XX) through the series field (4XX) on the MARC record. The 5XX (notes) and 6XX (subjects headings) tags will not appear in numerical order within their own group. AACR2 specifies the order for types of 5XX notes. Determine the correct AACR2 order for the notes on the cataloging record, and then assign the appropriate 5XX tag to each one. For an AV item, for example, you may have a sequence of notes such as 538, 500, 511, 508, 500, 520, and 505.

Subject headings (6XX) are listed on a cataloging record in order of importance. Various types of subject headings have different 6XX tags, so the sequence of subject tags could be any combination, such as 651, 650, 610, 600. The 7XX fields are added entry headings. The 7XX fields should be entered in numerical order.

Following are brief descriptions of MARC fields and subfields that you will use frequently in cataloging book and non-book materials. There are other fields and subfields. Automated library systems have accompanying manuals that list all of the possible fields. Most fields can be used on any type of cataloging record, book or non-book. Before 1995, certain fields could be used only with certain types of materials. Format integration was implemented in 1995 to make tags and indicators consistent for all formats. Most second indicators for 7XX fields were dropped. Older MARC records (such as those from recon tape loads) may be updated for format integration, and you may have to make appropriate changes to keep your system from giving you error messages.

For a complete list of the fields and subfields, consult either *OCLC Bibliographic Formats and Standards* <<http://www.oclc.org/bibformats/en/>> or *MARC 21 Concise Format for Bibliographic Data* <<http://lcweb.loc.gov/marc/bibliographic/ecbdhome.html>>.

(R) Repeatable

(NR) Not repeatable

020 INTERNATIONAL STANDARD BOOK NUMBER (ISBN) (R)

Nearly all books and some AV items (especially videos) have an ISBN number. This is a unique number assigned to an item by its publisher.

Indicators:

Blank

Subfields:

\$a ISBN number

\$c Terms of availability

020 \$a 0872879674 (pbk.) : \$c \$37.50

020 \$a 0842281215 (v.2) : \$c \$7.95

020 \$a 0842281215 (set) : \$c \$14.95

082 DEWEY DECIMAL CALL NUMBER (R)

Indicators:

1st Indicator

0 Full edition

1 Abridged edition

2nd Indicator

blank No information provided

0 Assigned by Library of Congress

4 Assigned by agency other than LC

Subfields:

\$a Classification number

\$b Rest of call number

\$2 Edition number

082 00 \$a 641.5 \$2 21

082 14 \$a 004.678 \$b In886s

100 MAIN ENTRY HEADING (PERSONAL NAME) (NR)

Many books have a personal author main entry. Some have a title main entry. Most AV items are entered under title due to the diffuse responsibility for their creation, but some may have an author main entry. An AV item that is almost single-handedly by one person will have an author main entry. Examples: "talking head" videos presented by one person; sound recordings of literature, entered under original author with an added entry for the reader; single musical works

or

multiple works by one composer, entered under composer; multiple musical works by different composers but performed by one person or group, entered under the performer; interviews, usually

entered under the person being interviewed, with an added entry for the interviewer. **If you use a 1XX field, the first indicator for the 245 field should be 1 to trace the title.**

Indicators:

1st Indicator

0 Forename (first name only)

- 1 Single and multiple surname (Lastname, Firstname)
- 2 Obsolete; do not use (previously used for multiple surname; may appear on older MARC records)

2nd Indicator

Blank

Subfields:

\$a Name

\$c Title or other word associated with the name

\$q Qualifier (for spelled-out name in parentheses following initials)

\$d Birth-death dates

100 0 \$a Alik.

100 1 \$a Wells, H. G. \$q (Herbert George), \$d 1866-1946.

100 1 \$a King, Martin Luther, \$c Jr., \$d 1929-1968.

100 1 \$a Newton-John, Olivia.

110 MAIN ENTRY HEADING (CORPORATE BODY) (NR)

Rare, but used if the work fits the criteria in AACR2 21.1B. More often, a corporate body with responsibility for the contents will be an added entry in a 710 field.

Indicators:

1st Indicator

- 1 Jurisdiction name (political jurisdictions, e.g., states or countries, such as United States)
- 2 Name in direct order (all other corporate bodies: e.g., a company, association, musical group, etc.).

2nd Indicator

Blank

Subfields:

\$a Name of corporate body

\$b Subdivision of corporate body (**R**)

110 1 \$a United States. \$b Congress. \$b Senate.

110 1 \$a Vermont. \$b Dept. of Water Resources.

110 2 \$a Peter, Paul and Mary (Musical group)

110 2 \$a American Association of School Librarians.

110 2 \$a United States Steel Corporation.

111 MAIN ENTRY HEADING (MEETING NAME) (NR)

Use when a conference or meeting name is the main entry heading. Includes exhibitions, expositions, festivals, athletic contests and scientific expeditions. If you enter a conference name indirectly (under the name of a corporate body), use field 110. If in doubt, use field 111.

Indicators:

1st Indicator

- 1 Jurisdiction name (political jurisdictions, e.g., states or countries, such as United States)
- 2 Name in direct order (for all other conference names)

2nd Indicator

Blank

Subfields:

\$a Meeting or conference name

\$n Number of meeting or conference

\$c Location of meeting or conference

\$d Date of meeting or conference

111 2 \$a Lewis and Clark Expedition \$d (1804-1806)

111 2 \$a Olympic Games \$n (26th : \$d 1996 : \$c Atlanta, Ga.)

130 MAIN ENTRY HEADING (UNIFORM TITLE) (NR)

Uniform titles bring together records for the same item if different manifestations (e.g., translations) appear under different titles. The uniform title is the author in this case.

Indicators:

1st Indicator

0 (Originally a filing indicator, but initial articles are no longer entered for uniform titles so indicator should be 0.)

2nd Indicator

Blank

Subfields:

\$a Uniform title

\$f Date of publication (if needed)

\$k Form subheading

\$l Language

\$m Medium of performance for music

\$n Number of part or section of a work

\$r Key in which music is written

\$s Version

130 0 \$a Bible. \$p O.T. \$p Psalms.

130 0 \$a Koran. \$l English. \$k Selections.

130 0 \$a Beowulf. \$l English.

240 UNIFORM TITLE (NR)

Use for uniform titles that follow the main entry (1XX field). This tag identifies an item if it has appeared under varying titles, bringing together records for items entered under both personal and corporate names and bearing variant titles. Often used in music cataloging. **Do not end this field with a period.**

Indicators:

1st Indicator

1 Traces uniform title

2nd Indicator

0 (The second indicator was originally a filing indicator but initial articles are no longer entered, so the second indicator should always be 0.)

Subfields:

\$a Uniform title
\$f Date of publication (if needed)
\$k Form subheading
\$l Language
\$m Medium of performance for music
\$n Number of part or section of a work
\$r Key in which music is written
\$s Version

240 10 \$a Adventures of Huckleberry Finn

240 10 \$a Symphonies, \$n no. 5

240 10 \$a Messiah. \$s Vocal score. \$l Dutch & English

245 TITLE STATEMENT (NR)

For books, subfield c lists authors, editors, illustrators, and other responsible persons found on the title page. For videos, subfield c lists writers, producers, and directors as they appear in the opening and closing credits. Transcribe their statements of function exactly as found on the item and in the order found. For AV items, certain other responsible persons are put in the 508 field. For the General Material Designation in subfield h, use only the word or phrase prescribed by AACR2. Use GMD [kit] for a set of two or more media formats when no one format

is predominant (filmstrip with accompanying cassette is not a kit), or for sets of printed materials which must be kept together.

The basic structure for the 245 field is:

\$a Title proper \$h [GMD] : \$b other title information / \$c statement of responsibility ; statement of responsibility ; [etc.].

Indicators:

1st Indicator

0 No title added entry (Title is main entry heading)
1 Make a title added entry (Use if you have a 100, 110, 111 or 130 field)

2nd Indicator

0-9 Number of nonfiling characters present. The second indicator tells the computer how many spaces to ignore in filing. If the first word of the title is not an article, the second indicator is 0. If the first word is **The**, the second indicator is 4. Count the blank space between the article and the next word. Do the same for **A** and **An**, French articles **Le**, **La**, **Les**, etc. Be sure that the second indicator is correct. **A title with an incorrect filing indicator will be inaccessible by title in an online catalog.**

Subfields:**\$a** Title Proper**\$n** Volume or Part Number**\$p** Part-Title**\$h** GMD (Media format in brackets)**\$b** Other Title Information (Subtitle, parallel title, etc.)**\$c** Statement of Responsibility

100 1 \$a Cronin, Doreen.

245 10 \$a Diary of a worm / \$c by Doreen Cronin ; pictures by Harry Bliss.

245 00 \$a Your movie guide to musicals, video tapes and discs / \$c by the editors of Video Times Magazine.

245 00 \$a Star wars. \$n Episode II, \$p Attack of the clones \$h [videorecording] / \$c directed by George Lucas ; screenplay by George Lucas and Jonathan Hales ; story by George Lucas ; produced by Rick McCallum.

246 VARIANT FORM OF TITLE (R)

This tag was originally used only with serials, but format integration has validated it for books and

AV formats as well. Before format integration was implemented in 1995, all varying titles were put

in the 740 field for books and AV formats. Use a 246 field for each variant title added entry. You will also need 246 fields with spelled-out versions of numbers, abbreviations, and symbols such as

the ampersand (&). The 246 tag is also used for portions of titles, such as subtitles and part titles in 245 subfield p. Do not use 246 for title analytics in the 505 field; use 740 instead. **Omit initial articles in the 246 field. Do not end the field with a period.**

Indicators:**1st Indicator**

1 Generates a note controlled by the second indicator and makes a title added entry. Use if 2nd indicator will be anything except 0.

3 Does not generate a note but makes a title added entry.

2nd Indicator

Blank No information provided

0 Portion of title

1 Parallel title

2 Distinctive title

3 Other title

4 Cover title

5 Added title page title

6 Caption title

7 Running title

8 Spine title

Some of these indicators generate notes appropriate only for books. For example, a second indicator 4 generates a 500 note, **Cover title**. Second indicator 8 generates a 500 note, **Spine title**. For AV materials, you will usually use a 3 for the first indicator and either a 0 or a blank for the second indicator. A first indicator of 3 means you do not want the system to supply a note (you will add a 500 note if one is needed) but you want an added title entry.

A second indicator of 0 means you are accessing a portion of the title (such as a subtitle or a few words within the title), or the part-title in subfield p of the 245 field. Use a blank second indicator for an alternative form of title (numerals changed to the spelled-out form; **&** changed to **and**, etc.). Also use a blank second indicator for a title variation from a label, guide, container, etc. List first the 246 fields with second indicator 0, followed by those with a blank second indicator. For some systems, when you use subfield b, you might need to omit the space before the colon to get the 246 to display past delimiter-b on the index screen. For another library system, try it both ways to see if a space or no space before the colon makes a difference in the index display. For some systems, it is possible to combine the variant title added entry with a note explaining why it is used, using a subfield i.

Subfields:

Usually only **\$a**, **\$b**, **\$n** or **\$p** (as in the 245 field).

\$i Display text

246 14 \$a State publications monthly checklist

(First indicator traces title; second indicator generates the print constant *Cover title*: for a note giving this title as a variant.)

246 18 \$a Chartbook on aging

(First indicator traces title; second indicator generates the print constant *Spine title*: in a note giving this title as a variant.)

246 30 \$a Attack of the clones

(Part-title in 245 subfield p; first indicator traces title, second indicator 0 indicates a portion of the 245 title is in the 246 field.)

246 3 \$a Five thousand fingers of Dr. T

246 3 \$a Dr. Seuss's The 5000 fingers of Dr. T

246 3 \$a Dr. Seuss's The five thousand fingers of Dr. T

(245 title for video is The 5000 fingers of Dr T; container title is Dr. Seuss's....; first indicator traces title; second indicator blank is used for titles for which no other second indicator is appropriate.)

246 3 \$a Antony and Cleopatra

(245 title is Antony & Cleopatra)

246 1 \$i Title on cassette label: \$a Arthritis : \$b riddle of the joints

(variant title on cassette label; 245 title is Riddle of the joints)

250 EDITION STATEMENT (NR)

Use the 250 field only if an edition statement is found on the book or AV item; otherwise, omit it. Look for words such as *edition* or *version* or *revised*. For computer software, edition statements are very important, such as Version 1.2.2 or Macintosh version.

Indicators:

Both blank

Subfields:

\$a Edition statement

\$b Statement of responsibility relating to this edition (rare)

250 \$a 2nd ed.

250 \$a Rev. ed.

250 \$a Southwest ed.

250 \$a Teacher's ed.

250 \$a 3rd draft / \$b edited by Paul Watson.

250 \$a Version 1.2.2.
(for a computer disc)

260 PLACE, PUBLISHER, DATE (NR)

Most of the time you will have a single place and publisher; occasionally two. Add the distributor if it is printed on the item, along with its statement of function from the item or insert [distributor] in brackets after the distributor's name if the function otherwise is not clear. Videos and sound CDs frequently have a later copyright date on the container than on the viewed program or CD label. The copyright on the container is usually for the package design. Bracket that date as an inferred publication date and follow it with the copyright of the actual program (or phonogram date

for sound recordings, e.g., p1991). Put both publication date and copyright date in a single subfield

c (see second example below). Locally recorded videos and sound recordings are not published items and therefore have no subfield for place and no subfield b for publisher; use only subfield c with the date of recording.

Indicators:

Both blank

Subfields:

\$a Place (repeatable)

\$b Publisher or Distributor (repeatable)

\$c Date (not repeatable)

\$g Printing date (not repeatable)

260 \$a New York : \$b McGraw-Hill, \$c 1999, c1998 \$g (2003 printing)

260 \$a New York : \$b Distributed by New York Graphic Society, \$c 1995.

260 \$a Oxford : \$b Oxford University Press ; \$a New York : \$b Berkeley Books, \$c [1998?]

260 \$a [Toronto] : \$b National Film Board of Canada, \$c [1994], c1990.

260 \$a Tempe, Ariz. : \$b PC Globe, Inc. ; \$a [Lakewood, N.J. : \$b Distributed by MacWarehouse], \$c c1995.

260 \$a New York, N.Y. : \$b RCA Victor, \$c [2000], p1956.
(music sound recording)

260 \$c 2002.
(for locally recorded video or audio program)

300 PHYSICAL DESCRIPTION (R)

The physical description area varies according to the format. See AACR2 for examples; there is a separate chapter for books, videos, sound recordings, kits, computer software, etc. For slides and sound cassettes, omit subfield c if the item is the standard size. Items of accompanying material (e.g., guide, worksheet masters, computer disk with a book, etc.) are added with plus (+) signs in a single subfield e.

Indicators:

Both blank

Subfields:

\$a Extent of item

\$b Other physical details

\$c Dimensions

\$e Accompanying material

300 \$a 327 p. : \$b maps, ports. ; \$c 20 x 8 cm.

300 \$a 246 p., 32 p. of plates : \$b ill. ; \$c 32 cm.

300 \$a xix, 271 p. : \$b ill. ; \$c 21 cm. + \$e 1 sound disc (4 ¾ in.)

300 \$a 5 v. : \$b ill. ; \$c 28 cm.

300 \$a 1 v. (various pagings) : \$b col. ill. ; \$c 24 cm.

300 \$a 1 videocassette (30 min.) : \$b sd., col. ; \$c 1/2 in.

300 \$a 3 videocassettes (90 min.) : \$b sd., col. with b&w sequences ; \$c 1/2 in. + \$e 1 guide.

300 \$a 1 CD-ROM : \$b sd., col. ; \$c 4 3/4 in. + \$e 1 leaflet.

(for a computer disc, can use 1 computer optical disc as well in \$a)

300 \$a 115 lesson and review cards, 7 dividers, 9 spirit masters, and 1 teacher's guide ; \$c in container, 17 x 24 x 9 cm.

(for a kit)

440 SERIES (TRACED) (R)

Most series titles should be traced. Books and videos are often part of a series.

For books, the series title may appear on the title page or on a page preceding the title page, or even on the cover or jacket. For AV items, the series title may appear on the label or container, or in the opening credits of projected programs. Sometimes the series title varies on various parts of the item. In most cases, use the form found on the chief source of information, such as the title page of a book or the opening credits or cassette label of a video.

Use field 440 if the series title appears exactly as the traced title of the rest of the items in the series. Use field 490 (first indicator 1) with field 8XX (800, 810, 811, 830) to record the series when the series title found on the item is not exactly as you want to trace it. If a number designation for the series is found on the item, such as **pt. 1** or **vol. 1** or merely **1** without a preceding term, put this information in subfield v. **Do not put a period after the series title.**

Indicators:

1st Indicator

Blank

2nd Indicator

0-9 Non-filing characters

Subfields:

\$a Series title

\$v Number designation (e.g., **1**, **pt. 1**, or **vol. 1**)

\$n Number of part or section

\$p Title of part or section

440 0 \$a Dear America

440 0 \$a Practical parenting ; \$v 9

440 0 \$a Lund studies in geography. \$n Ser. B, \$p Human geography ; \$v no. 44

490 SERIES (NOT TRACED OR TRACED DIFFERENTLY IN 8XX) (R)

If the series title on the item differs from the form established for items in this series, or if the series is very generic and you do not want to trace it, use a 490 field.

Indicators:

1st Indicator

0 Series not traced (The series is being displayed on the cataloging record but is not an access point. AACR2 now requires that most series be traced.)

1 Series traced differently (The series title on the item is different from the established title for that series, and you are tracing the series in an 8XX field.)

2nd Indicator

Blank

Subfields:

\$a Series title

\$v Number designation

490 0 \$a Puffin classics

490 1 \$a ACRL monographs ; \$v no. 8
(Traced as: 830 0 \$a ACRL monograph ; \$v no. 8.)

490 1 \$a Magic treehouse series ; \$v #9
(Traced as: 800 1 \$a Osborne, Mary Pope. \$t Magic tree house series ; \$v #9.)

5XX NOTES

Notes supply information that cannot be given in the preceding fields of the MARC record. You may get information for notes from any source. Specific tags are assigned to certain types of notes. All other notes are put in a 500 field. The 5XX tags will not appear in numerical order on the MARC record. The order of the notes should be based on AACR2, regardless of their numerical tag. See Chapter 1, rule section 1.7, and the chapter pertaining to the format you are cataloging, such as Chapter 2, rule section 2.7 for books, Chapter 7, rule section 7.7 for videos, etc., for the order of notes for those formats.

Following is a list of common notes for book and non-book materials in the order in which they should appear according to AACR2 and common practice. You will not have all of these notes at

once; you may have others not listed here. These fields can now be used for all formats. Before format integration, some note fields could be used only for specified formats.

Some notes have indicators that trigger a **display constant** (or print constant) on the public screen preceding the text of the note, but the display constant is not visible on the MARC record (do not type it in, or it will display twice on the public screen).

AACR2 ORDER OF COMMON NOTE FIELDS

538	SYSTEM REQUIREMENTS NOTE
546	LANGUAGE NOTE
500	SOURCE OF TITLE NOTE
500	VARIANT TITLE NOTE(S)
500	CORPORATE BODIES RESPONSIBLE FOR CONTENTS
511	CAST NOTE
511	PERFORMER NOTE
508	CREDITS NOTE
500	EDITION AND HISTORY OF PUBLICATION OR PRODUCTION NOTE
518	DATE/PLACE OF RECORDING
500	PHYSICAL DESCRIPTION NOTE
500	ACCOMPANYING MATERIALS NOTE
502	DISSERTATION NOTE
521	TARGET AUDIENCE NOTE
526	STUDY PROGRAM INFORMATION
500	HOW ITEM WAS PREVIOUSLY ISSUED
520	SUMMARY NOTE
504	BIBLIOGRAPHY, ETC. NOTE
505	CONTENTS NOTE
590	LOCAL NOTE
501	“WITH” NOTE
533	REPRODUCTION NOTE
586	AWARDS NOTE

500 GENERAL NOTES (R)

Used for notes which do not fit into one of the other 5XX tags below. A 500 note is often used to tell where you got the title in the 245 field. A note giving source of title is required for computer formats and is used for books and AV formats if the title did not come from the Chief Source of Information. The 500 field is also used to list variant titles; to describe the responsibilities of corporate bodies; to indicate how an item was formerly issued (as with a video that was first a motion picture or television program); to describe physical characteristics that cannot be recorded in the 300 field; to give added information about accompanying material; etc.

Indicators:

Blank

Subfields:

\$a only

- 500 \$a Title from cassette label.
- 500 \$a Originally produced for the television series Nova.
- 500 \$a Based on: The block book / Elizabeth S. Hirsch, editor.

501 “WITH” NOTE (R)

Use this field only when you are cataloging two or more parts separately that are physically part of the same book or AV item with no collective title, such as two or more novelettes by separate authors bound together, two or more unrelated video programs on one video, or two or more musical works by different composers on one sound recording. It is also possible to catalog such “bound with” items on one bibliographic record as a work without a collective title (this is often done with sound recordings). But if the two physically joined video programs are unrelated and can stand alone (i.e., each has its own title and beginning/ending credits), it is better to catalog the two programs separately. The same is true of sound cassettes or records with an unrelated program on each side. Begin the note with **With:** followed by the title of the other work on the video or sound recording.

Indicators:

Blank

Subfields:

\$a only

501 \$a With: Of the sister arts / H. Jacob. New York : [s.n.], 1970.

502 DISSERTATION NOTE (R)

Brief, formal note that indicates the item is an academic dissertation or thesis presented in partial fulfillment of the requirements for a degree. If the note is *relating* the item to a thesis, use field 500 and begin the note with an appropriate phrase such as *Based on* or *First published as*.

Indicators:

Blank

Subfields:

\$a only

502 \$a Thesis (Ph. D.)--Indiana University, 2001.

502 \$a Thesis (M.A.)--Johns Hopkins University, 1996.

504 BIBLIOGRAPHY, ETC. NOTE (R)

Note about a bibliography, discography, filmography, and/or other bibliographic references in an item. May also record the presence of a bibliography, etc. in accompanying material described in the record (for example, in a guide for AV). If a book has a bibliography and also an index, both may be combined in the same note.

Indicators:

Blank

Subfields:

\$a only

504 \$a Includes bibliographical references and indexes.

504 \$a Includes bibliographical references (leaves 94-95).

504 \$a Includes bibliographical references (p. 310-325) and index.

504 \$a Filmography: p. 150-152.

505 CONTENTS NOTE (R)

Use when a book or AV item contains separate segments or works. For a book, use when it is important to list chapter titles or titled essays in a collection. For AV, use when a video program is divided into two or more separate parts, or when a sound recording contains a number of separate songs or poems. A keyword search will pull up separate titles in this field, as well as composers or authors (see third example below). Some library systems allow coding (enhancing) the 505 information to access titles and authors listed there. Most library systems supply the print constant *Contents*: in the public catalog. If so, do not add this word or it will appear twice.

Indicators:

1st Indicator

- 0 Contents (The entire item is in hand and described by the note.)
- 1 Incomplete contents (The entire item is not in hand and the note describes only what is available.)
- 2 Partial contents (The entire item is in hand but the note describes only selected parts of that item.)
- 8 No print constant provided

2nd Indicator

- Blank Basic
- 0 Enhanced

Subfields:

\$a only

\$g Miscellaneous information

\$t Used only for enhanced contents notes; precedes first major word of each title and generates a title access point

\$r Used only for enhanced contents notes; precedes each statement of responsibility

505 0 \$a v. 1. The fellowship of the ring -- v. 2. The two towers -- v. 3. The return of the king.

505 20 \$t Why not? A prelude -- \$t Nothing happened -- \$t Good for nothing -- \$t Nothing takes center stage -- \$t Nothing becomes center stage.

505 0 \$a Early in the morning / Paul Stookey (1:33) -- 500 miles / Hedy West (2:46) -- Sorrow
/ Stookey, Peter Yarrow (2:49) -- This train / Yarrow, Stookey (2:03) -- Bamboo / Van Ronk
(2:25)
-- It's raining / Stookey, Yarrow (4:20) -- If I had my way / Gary Davis (2:17) -- Cruel war /
Yarrow, Stookey (3:26) -- Lemon tree / Will Holt (2:52) -- If I had a hammer / Seeger, Hayes
(2:06) -- Autumn to May / Yarrow, Stookey (2:43) -- Where have all the flowers gone / Seeger
(3:54).

508 CREDITS NOTE (NR)

The credits note lists some persons responsible for projected AV programs such as videos, filmstrips, and slide programs. Writers, producers, and directors appear in subfield c of the 245 field. The order of the persons in the credits note is: executive producer; director of photography (or if none is given, list cinematographers); editor; composer of music. In addition, others may be added to the 508 who have significant responsibility, such as the animator of an animated film or choreographer of a dance program. You will see many names in the opening and closing credits of video programs, but you usually need to record only those listed in this handout under 245, 508, and 511. Those with minor responsibility are not listed on the cataloging record, such as assistant directors and producers, sound personnel, etc. Most systems supply the print constant *Credits:* in the public catalog. **If so, do not add it, or it will appear twice.**

Indicators:

Blank

Subfields:

\$a only

Example:

508 \$a Executive producer, George Lucas ; director of photography, David Tattersall ; editor, Ben Burt ; music, John Williams.

511 CAST OR PERFORMER NOTE (R)

You will usually find members of the cast and performers of music in the opening or closing credits

of a video, in accompanying printed material, or on the container of videos and sound CDs. List only major members of the cast and major performers. Hosts, narrators, and other major speakers are also listed in a 511 note. A keyword search will bring up these names, but you should trace the most important persons.

Indicators:

1st Indicator

0 No print constant provided (For a general performer notes the note will appear on the public screen just as you type it, with no print constant.)

1 Cast (Used only for a Cast Note, as with motion pictures, filmed plays, or sound recordings of dramatic works. Most systems supply the print constant *Cast:* at the beginning of the note on the public screen.)

2nd Indicator

Blank

Subfields:

\$a only

511 1 \$a Ewan McGregor, Natalie Portman, Hayden Christensen, Ian McDiarmid, Samuel L. Jackson, Christopher Lee, Anthony Daniels, Kenny Baker, Frank Oz.
(Supplies the print constant *Cast:* on public screen)

511 0 \$a Narrator, Don Wescott.

518 DATE/PLACE OF RECORDING (R)

Used for videos and sound recordings if this information is known. Tell when/where the program was recorded or taped off-air.

Indicators:

1st Indicator

Blank

2nd Indicator

Blank

Subfields:

\$a only

518 \$a Recorded in Mar. 1983 at Momaday's home in Tucson, Ariz.

518 \$a Taped off-air with permission in Oct. 2002.

520 SUMMARY NOTE (R)

This note is used for children's books and for all AV items unless the contents note (505 field) gives sufficient information about the program. Users should be able to tell from the summary whether they can use an AV item. Write summaries with the keyword search feature in mind. For children's books, information for the summary may be on the book jacket. For AV, get information

for the summary from the program itself or from printed information in the guide or on the container, or from the description in the distributor's catalog. System will probably supply the print constant *Summary*: . Do not type this into the note or it could be displayed twice.

Indicators:

1st Indicator

Blank For summaries. Generates a display constant: *Summary*:

1 For reviews. Place the review in quotes and include the source following double dashes after the quote. Generates the display constant *Review*:

2nd Indicator

Blank

Subfields:

Only \$a

520 \$a Mama Bear hopes to teach the cubs to think of others instead of only themselves by having them help an elderly neighbor clean out her attic.
(Summary for a children's book. Print constant *Summary*: appears on public screen)

520 1 \$a "Set in 14th-century England, Avi's (The True Confessions of Charlotte Doyle) 50th book begins with a funeral, that of a village outcast whose past is shrouded in mystery and whose adolescent son is known only as "Asta's son." Mired in grief for his mother, the boy learns his given name, Crispin, from the village priest, although his presumably dead father's identity remains

obscure. The words etched on his mother's treasured lead cross may provide some clue, but the priest is murdered before he can tell the illiterate lad what they say. Worse, Crispin is fingered for the murder by the manor steward, who declares him a "wolf's head" wanted dead or alive, preferably dead. Crispin flees, and falls in with a traveling juggler. 'I have no name,' Crispin tells Bear, whose rough manners and appearance mask a tender heart. 'No home, no kin, no place in

this world.' How the boy learns his true identity (he's the bastard son of the lord of the manor) and finds his place in the world makes for a rattling fine yarn. Avi's plot is engineered for maximum thrills, with twists, turns and treachery aplenty, but it's the compellingly drawn relationship between Crispin and Bear that provides the heart of this story. A page turner to delight Avi's fans, it will leave readers hoping for a sequel. Ages 8-12"—Publisher's Weekly.
(Display constant *Review*: appears on public screen.)

521 TARGET AUDIENCE NOTE (R)

This note describes the target audience of the item: the persons, institutions, or individuals for whom the item is intended. Use if this information is stated on the item. Some catalogers prefer to put this information at the end of the summary (520 field).

Indicators:

1st Indicator

Blank Triggers the print constant *Audience*:

- 0 Reading grade level (Triggers the print constant, *Reading grade level*)
- 1 Interest age level (Triggers the print constant *Interest age level*:)
- 2 Interest grade level (Triggers the print constant *Interest grade level*:)
- 3 Special audience characteristics
- 4 Motivation interest level
- 8 No print constant provided

2nd Indicator

Blank

Subfields:

\$a Target audience information

\$b Source

521 \$a For ages 9-12.
(Prints as: **Audience: For ages 9-12.**)

521 \$a Adults (age 18 and older).
(Prints as: **Audience: Adults (age 18 and older).**)

521 0 \$a 3.1.
(Prints as: **Reading grade level: 3.1.**, meaning the reading level is for third grade, first month.)

521 2 \$a 7 and up.
(Prints as: **Interest grade level: 7 and up.**, meaning the item is of interest to those in 7th grade and up.)

521 8 \$a MPAA rating: R.
(Prints exactly as written, with no display constant.)

526 STUDY PROGRAM INFORMATION (R)

Formerly known as "Reading Program Information." A relatively new field that is not yet widely implemented. Check with your system vendor. This note is added to the record for PRINT item that is included in a computer-based reading program. The information is retrievable through a keyword search.

Indicators:**1st Indicator**

- 0 Reading program (Triggers the display constant, *Reading program*)
8 No display constant provided

2nd Indicator

Blank

Subfields:

- \$a** Program name (NR)
\$b Interest level (NR)
\$c Reading level (NR)
\$d Title point value (NR)

100 1 \$a Paterson, Katherine.
245 10 \$a Bridge to Terabithia / \$c Katherine Paterson ; illustrated by Donna Diamond.
526 0 \$a That's A Fact, Jack! \$b 5-10 \$c 6.0. \$d 100

Shows that *Bridge to Terabithia* is included in the electronic reading program, That's A Fact, Jack!, with an interest level of ages 5-10 and a reading level of 6th grade, and is worth 100 points.

533 REPRODUCTION NOTE (R)

The Library of Congress follows the first edition of AACR for descriptions of microform and "on demand" photocopy reproductions of previously existing materials. LC bases the MARC bibliographic description on the ORIGINAL publication and places data relating to the reproduction in a note. Actual description of the original, as well as form of access points, follows AACR2. Most libraries follow LC practice for reproductions.

Indicators:

Blank

Subfields:

- \$a** Type of reproduction (introductory phrase that identifies the type of reproduction, ending with a period)
\$b Place of reproduction
\$c Agency responsible for the reproduction
\$d Date when the reproduction was made
\$e Physical description of reproduction
\$f Series statement of reproduction

533 \$a Photocopy. \$b Ann Arbor, Mich. : \$c U.M.I. Dissertation Services, \$d 2003. \$e xv, 115 p. : ill. ; 29 cm.

533 \$a Microfilm. \$b Washington : \$c Library of Congress, \$d 1981. \$e 1 microfilm reel : negative ; 35 mm.

538 SYSTEM REQUIREMENTS (R)

Formerly used only for computer software, but authorized for all formats by format integration. The 538 note is required for computer software to tell the user what kind of equipment is needed to

use the program. For computer software, begin the note with **System requirements**. These words are not used for the 538 field for other formats such as sound CDs and videocassettes. The 538 note should be the first note on the cataloging record. For computer software, use a separate 538 for each platform.

Include, in the following order:

- Make and model of computer
- Amount of memory required
- Name and version of operating system
- Software requirements, including programming language
- Kind and characteristics of required or recommended peripherals

Separate these by a semicolon and a space.

Indicators:

Blank

Subfields:

\$a only

538 \$a VHS format.

538 \$a System requirements for Macintosh: Macintosh PowerBook or any Macintosh with hard drive, 2 mb RAM and large display (640 x 400 or greater); System 6.0.7 or later; HyperCard 2.1 or later.

538 \$a System requirements for Windows: IBM PC or compatible with 486 or higher processor; 8MB RAM; Windows 3.1 or higher; Quick Time 2.02 (supplied); 8-bit MPC compatible system, 13" 640 x 480 monitor with 8-bit graphics; double-speed CD-ROM drive.

538 \$a Mode of access: Internet.

546 LANGUAGE NOTE (R)

Use for notes relating to the language of the book or AV item, including sign language for videos. Also use this tag for notes on MARC records for closed captioned, open captioned, and audio-described videos. Audio description is a feature found on some videos in which a narrator describes

what is seen on the screen for the benefit of visually impaired persons. The rest of the sound track is unchanged, with the sound effects and dialogue of the original version. Often audio-described videos are also closed captioned. Closed captioned videos do not always have a symbol on the label

or container to show that this feature is present. To identify videos with closed captioning, always keep the VCR's closed caption feature turned on. As appropriate, use 650 subject headings,

Video

recordings for the hearing impaired (for closed captioned videos) or **Video recordings for people with visual disabilities** (for audio-described videos).

Indicators:

Blank

Subfields:

\$a only

546 \$a Text in Spanish and English.

546 \$a In French with English subtitles.

546 \$a Closed captioned.

(This note was formerly written as: Closed captioned for the hearing impaired.)

546 \$a Open captioned.

546 \$a Signed in American Sign Language.

546 \$a Audio-described.

586 AWARDS NOTE (R)

Information about awards associated with items such as prize-winning novels or Academy-Award-winning movies.

Indicators:

1st Indicator

Blank Triggers the print constant *Awards*:

8 No print constant provided

2nd Indicator

Blank

Subfields: \$a only

586 \$a Caldecott Medal, 1999.

(Prints as: **Awards: Caldecott Medal, 1999.**)

586 \$a Academy Award for Best Picture, 2002.

(Prints as: **Awards: Academy Award for Best Picture, 2002.**)

590 LOCAL NOTE (R)

Field **590** may be used on any record to record information unique to the copy being described. If the information is especially important, you may place it first in the order of 5XX fields.

Indicators:

Blank

Subfields:

\$a only

Example:

590 \$a Library's copy signed by the author.

6XX SUBJECT ADDED ENTRIES

Subject headings are what the book or other item is about. Subjects may be people, places, corporate bodies, or topics. Use an approved list of subject headings (such as Sears or LCSH) for topical headings and place names. If possible, verify personal and corporate names through

OCLC

or the Library of Congress catalog on the Web. Assign the correct 6XX field tag according to the type of subject heading. **List subject headings in order of importance.** The 6XX fields should not

appear in numerical order on your cataloging record (but some systems may automatically display

subject headings in strict numerical order for the public).

600 SUBJECT ADDED ENTRY (PERSONAL NAME) (R)

Indicators:

1st Indicator

- 0 Forename (first name only)
- 1 Single surname (Lastname, Firstname) and multiple surname
- 2 Obsolete; do not use (previously used for multiple surname; may appear on older MARC records)
- 3 Family name (last name only; may assign family names to genealogies and local histories. However **do not use** such names as main entries)

2nd Indicator

- 0 Library of Congress (LC) subject heading
- 1 LC Annotated Card Program (AC)/Subject Heading for Children's Literature
- 8 Sears subject heading

Subfields:

\$a Name

\$c Title or other word associated with the name

\$q Qualifier (for spelled-out name in parentheses following initials)

\$d Birth-death dates

\$t Title in author/title subject headings (drop initial articles **A**, **An**, **The**, etc., in all languages)

\$v Form subdivision

\$x General subdivision

\$y Chronological subdivision

\$z Geographic subdivision

600 00 \$a Joan, \$c of Arc, Saint, \$d 1412-1431.

600 10 \$a Steinbeck, John, \$d 1902-1968 \$x Film and video adaptations.

600 10 \$a Steinbeck, John, \$d 1902-1968. \$t Of mice and men.

610 SUBJECT ADDED ENTRY (CORPORATE NAME) (R)

Indicators:

1st Indicator

- 1 Jurisdiction name (for political jurisdictions, such as United States)
- 2 Name in direct order (used for most corporate names)

2nd Indicator

- 0 Library of Congress (LC) subject heading
- 1 LC Annotated Card Program (AC)/Subject Heading for Children's Literature

8 Sears subject heading

Subfields:

\$a Name of corporate body

\$b Subdivision of corporate body (**R**)

\$t Title (for name/title added entries)

\$v Form subdivision

\$x General subdivision

\$y Chronological subdivision

\$z Geographic subdivision

610 10 \$a United States. \$b Dept. of State. \$t Department of State bulletin.

610 20 \$a Southwest Missouri State University. \$b Center for Social Research.

610 20 \$a St. Louis Cardinals (Baseball team)

610 20 \$a Challenger (Spacecraft)

611 SUBJECT ADDED ENTRY (CONFERENCE OR MEETING NAME) (R)

Indicators:

1st Indicator

2 Name in direct order

2nd Indicator

0

Subfields:

\$a Meeting or conference name

\$n Number of meeting or conference

\$c Location of meeting or conference

\$d Date of meeting or conference

\$v Form subdivision

\$x General subdivision

\$y Chronological subdivision

\$z Geographic subdivision

611 20 \$a International Symposium on the Conservation and Restoration of Cultural Property
\$n (14th : \$d 1990 : \$c Tokyo, Japan)

611 20 \$a Lewis and Clark Expedition \$d (1804-1806)

630 SUBJECT ADDED ENTRY--UNIFORM TITLE (R)

Use for uniform titles used as subject added entries. Uniform titles bring together records for the same work when different manifestations (e.g. translations) appear under different titles. Used for an anonymous classic or a work with a title main entry that is the subject of the work you are cataloging.

Indicators:

1st Indicator

0 (Originally a filing indicator, but initial articles are no longer entered for uniform titles so indicator should always be 0.)

2nd Indicator

- 0 Library of Congress (LC) Subject Heading
- 8 Sears subject heading

Subfields:

- \$a** Uniform title
- \$f** Date of publication (if needed)
- \$k** Form subheading
- \$l** Language
- \$m** Medium of performance for music
- \$n** Number of part or section of a work
- \$r** Key in which music is written
- \$s** Version
- \$v** Form subdivision
- \$x** General subdivision
- \$y** Chronological subdivision
- \$z** Geographic subdivision

630 00 \$a Breakfast at Tiffany's (Motion picture)

630 00 \$a Arabian nights \$x History \$y 20th century.

650 SUBJECT HEADING (TOPICAL) (R)

To determine appropriate subject headings, ask yourself, "Who needs this and why?" Then select subject headings that will help those users find this item. Do not rely on keyword searching as the primary way to find items by subject. Assign as many subject headings as necessary.

Indicators:**1st Indicator**

Blank

2nd Indicator

- 0 Library of Congress (LC) Subject Heading
- 1 LC Annotated Card Program (AC)/Subject Heading for Children's Literature
- 8 Sears subject heading

Subfields:

- \$a** Subject word or phrase
- \$v** Form subdivision
- \$x** General subdivision
- \$y** Chronological subdivision
- \$z** Geographic subdivision

650 0 \$a Seabiscuit (Race horse)

650 0 \$a Vietnamese Conflict, 1961-1975 \$x Protest movements.

650 0 \$a Popular music \$z United States \$y 1961-1970.

650 0 \$a Cowboys.

650 8 \$a Cowhands.

(Note difference between this Sears heading and the LC heading)

651 PLACE AS SUBJECT (R)

Indicators:

1st Indicator

Blank

2nd Indicator

0 Library of Congress (LC) Subject Heading

8 Sears subject heading

Subfields:

\$a Subject word or phrase

\$v Form subdivision

\$x General subdivision

\$y Chronological subdivision

\$z Geographic subdivision

651 0 \$a United States \$x History \$y Civil War, 1861-1865.

651 8 \$a United States \$x History \$y 1861-1865, Civil War.

651 0 \$a Kansas City (Mo.) \$x History.

651 0 \$a Moon \$x Folklore.

651 0 \$a Mississippi River \$v Juvenile fiction.

651 0 \$a McKinley, Mount (Alaska)

658 CURRICULUM OBJECTIVES (R)

Records the curriculum objective fulfilled by the item being described, including the degree of correlation and the source of the objective. Curriculum objectives, codes, and correlation factors must be taken from standard published lists.

Indicators:

Blank

Subfields:

\$a Main curriculum objective (**NR**)

\$b Subordinate curriculum objective (**R**)

\$c Curriculum code (**NR**)

\$d Correlation factor (**NR**)

\$2 Source of term (**NR**)

Example:

658 \$a Math objective 6 \$b fractions, decimals, percents, whole numbers, integers \$c NRPO6-1991 \$d highly correlated. \$2ohco

700 PERSONAL NAME ADDED ENTRY (R)

Usually you will make added entries for all persons listed in subfield c of the 245 field for books or

AV. For AV, you may also trace some persons in the cast, performers of music, hosts, important speakers, etc. found in the 511 field).

Indicators:

1st Indicator

- 0 Forename (first name only)
- 1 Single surname (Lastname, Firstname) and multiple surname
- 2 Obsolete; do not use (previously used for multiple surname)

2nd Indicator

Blank Use unless making an analytical author-title added entry

- 2 Analytical author-title entry. The item contains the work that is represented by the added entry. The title in \$t becomes a title tracing in most systems. (If not, you will need to add a 740 to access the title in subfield t. If subfield t is automatically accessed, do not add a 740 for the title or it will index twice.)

Subfields:

\$a Name

\$c Title or other word associated with the name

\$q Qualifier (for spelled-out name in parentheses following initials)

\$d Birth-Death dates

\$t Title in author/title added entries (drop initial articles **A**, **An**, and **The** in all languages)

700 1 \$a Cosby, Bill, \$d 1937-

700 1 \$a Tolkien, J. R. R. \$q (John Roland Reuel), \$d 1892-1973.

700 12 \$a Seuss, \$c Dr. \$t There's a wocket in my pocket.
(Contained in the item being cataloged)

710 CORPORATE BODY ADDED ENTRY (R)

Trace corporate bodies with responsibility for the contents of the work. AACR2 defines a corporate body as an organization or group of persons that acts, or may act, as an entity, such as associations, institutions, business firms, schools and universities, governments and their agencies,

religious bodies, musical groups, organizations, ships, spacecrafts, airports, hotels, and cemeteries.

These may be found in \$c of the 245 field, or in a note. For AV, also trace corporate bodies listed in the 260 field (some catalogers do not trace distributors; others do). Similar to 110.

Indicators:

1st Indicator

- 1 Jurisdiction name (political jurisdictions, e.g., states or countries, such as United States)
- 2 Name in direct order (for all other corporate bodies (e.g., a company, association, musical group, etc.).

2nd Indicator

Blank No information provided

- 2 Analytical

Subfields:

\$a Name of corporate body

\$b Subdivision of corporate body (**R**)

\$t Title in name/title added entries

710 2 \$a WGBH (Television station : Boston, Mass.)

710 2 \$a British Broadcasting Corporation. \$b Television Service.

710 12 \$a United States. \$b Congress. \$t Congressional record.

711 CONFERENCE OR MEETING NAME ADDED ENTRY (R)

Use when a conference or meeting name is an added entry heading (similar to 111 main entry).

Indicators:**1st Indicator**

2 Name in direct order

2nd Indicator

Blank No information provided

2 Analytical

Subfields:

\$a Meeting or conference name

\$n Number of meeting or conference

\$c Location of meeting or conference

\$d Date of meeting or conference

711 2 \$a International Conference on a More Democratic United Nations \$n (1st : \$d 1990 : \$c New York, N.Y.)

730 UNIFORM TITLE ADDED ENTRY (R)

Use for uniform titles used as added entries. These may include journals and newspapers; radio and television programs (e.g. a video of an episode of television series), or motion pictures.

Indicators:**1st Indicator**

0

2nd Indicator

Blank Use if the added entry is not for an analytic.

1 Analytical entry. The item contains the work that is represented by the added entry.

Subfields:

\$a only

730 0 \$a Simpsons (Television program)

730 0 \$a Ranger Rick's nature magazine.

740 TITLE ADDED ENTRY (ANALYTIC OR RELATED) (R)

Before format integration, this field was used for all variant title added entries. For books, variant titles may appear on the cover or spine. For AV materials, title variations may appear on the title frame, label, container and guide. Format integration has defined the 246 field for variant titles (see

above), limiting the 740 field to title analytics (such as titles in the 505) and related titles (such as title of the work on which the item in hand was based).

Indicators:

1st Indicator

0 (The first indicator was originally a filing indicator but initial articles are no longer entered, so the first indicator should always be 0.)

2nd Indicator

Blank Use if the added entry is not for an analytic.

2 Analytical entry. The item contains the work that is represented by the added entry. Use for title analytics from the 505 field, or for the title of work contained in the work being cataloged.

Subfields:

\$a only (Until a few years ago, subfield **\$h** [GMD] was used, but the Library of Congress and major network databases have dropped it.)

740 02 \$a Doubles whitewater.

(One of four separately titled segments on a video with a collective title)

800 SERIES ADDED ENTRY--PERSONAL NAME (R)

Use for name/title series added entries entered under personal names. Use if the series tracing differs from the series statement (490) or is in a note. Unlike the 440 field, in the 800 field the series title **ends with a period.**

Indicators:

1st Indicator (Form of name)

0 Forename (first name only)

1 Single surname (Lastname, Firstname) and multiple surname (Last Name or Last-Name, Firstname)

2nd Indicator

Blank

Subfields:

\$a Personal name

\$c Title or other word associated with the name

\$q Qualifier (for spelled-out name in parentheses following initials)

\$d Birth-death dates

\$n Number of part or section

\$p Title of part or section

\$t Title in author/title subject headings (drop initial articles **A**, **An**, **The**, etc., in all languages)

\$v Number designation (e.g., **1**, **pt. 1**, or **vol. 1**)

800 1 \$a Darnall, Jack. \$t Edible wild plants of the planet earth.

800 1 \$a Osborne, Mary Pope. \$t Magic tree house series ; \$v #9.
(Appears on item as: 490 1 \$a Magic tree house series ; \$v #9)

830 SERIES ADDED ENTRY (UNIFORM TITLE) (R)

Used for uniform titles used as series added entries. Used if the series tracing differs from the series statement (field 490) or is in a 5XX note. Unlike the 440 field, in the 830 field the series title **ends with a period.**

Indicators:

1st Indicator

Blank

2nd Indicator

0 (The second indicator was originally a filing indicator but initial articles are no longer entered, so the first indicator should always be 0.)

Subfields:

\$a Uniform title (series as traced)

\$k Form subheading

\$l Language

\$n Number of part or section

\$p Title of part or section

Example:

830 0 \$a I can read picture book.

856 ELECTRONIC LOCATION AND ACCESS (R)

This field contains the URL for an Internet resource. In a Web-based catalog, the 856 field provides a clickable link that connects users directly to the resource. It can be used if:

- Item is an Internet resource
- Item is a version of an Internet resource
- Item is related to an Internet resource

Indicators:

1st Indicator

4 HTTP (Hypertext Transfer Protocol)

2nd Indicator

Blank No information provided

0 Resource

1 Version of resource

2 Related resource

8 No display constant generated

Subfields:

\$u Uniform Resource Locator

856 42 \$u <http://memory.loc.gov/ammem/wrighthtml/wrighthome.html>

856 42 \$u <http://memory.loc.gov/learn/lessons/98/local/intro.html>

Some URLs require encoding directory and file names that contain the spacing underscore or spacing tilde. The method to be used for encoding is the percentage sign with the hex code value of the character.

Character	Enter
Spacing underscore (_)	%5F
Spacing tilde (~)	%7E